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Title: New Employee/ Student Guide- NEN

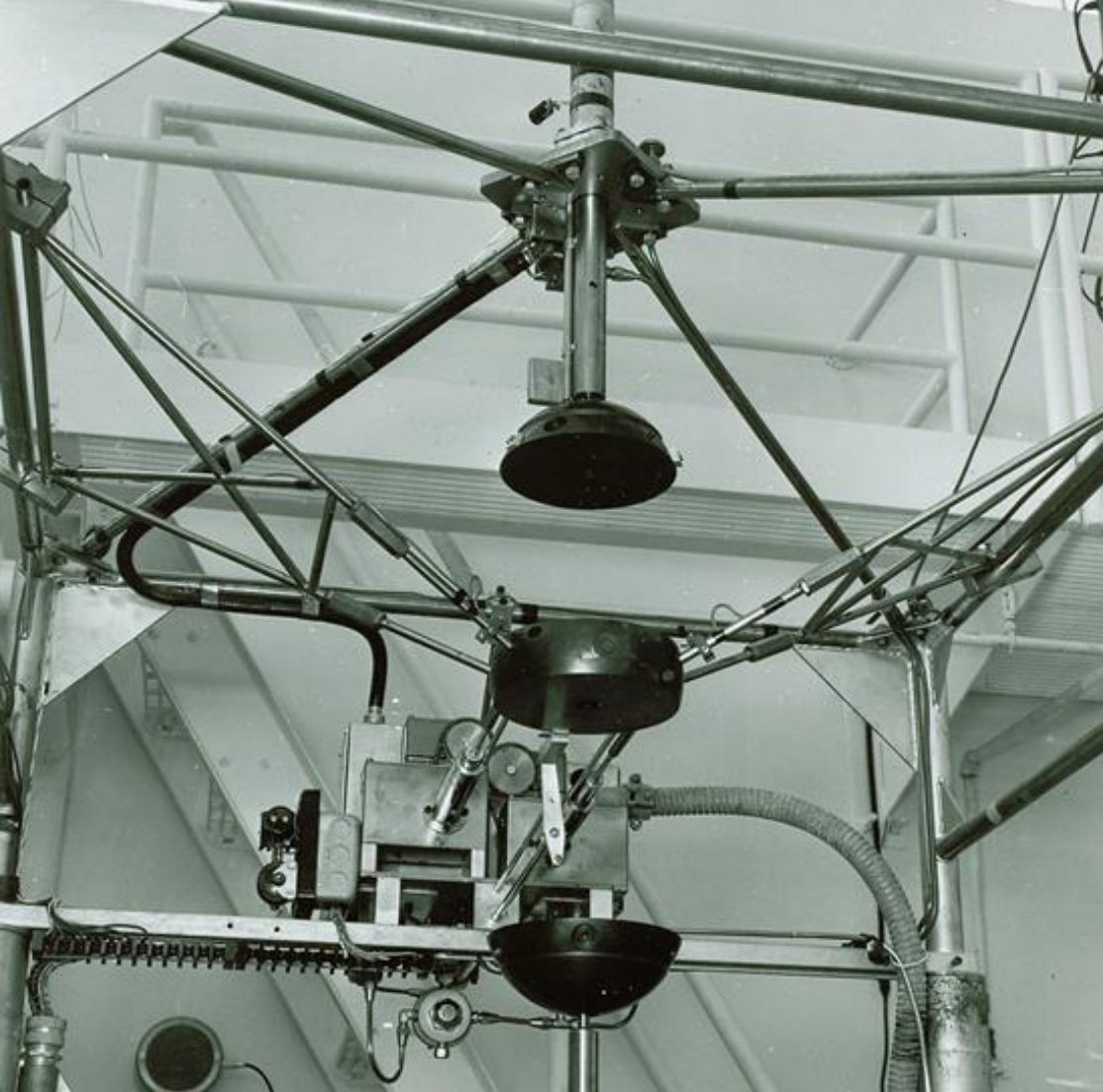
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Intended for: To help new hires and student navigate LANL, specifically NEN division

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• Los Alamos

NATIONAL LABORATORY

— EST. 1943 —

Delivering science and technology
to protect our nation
and promote world stability

New Employee/ Student Guide

NEN-2



2019

How to Access Computer

- Username: Z number followed by @lanl.gov (ex:123456@lanl.gov)
- Password: Cryptocard generated password, include the dash.

Badge

- Badge Office, located in Otowi Building in TA-03, Casa Grande Drive on the second floor.
- <http://int.lanl.gov/security/personnel-security/badges.shtml>
- In order to pick up your Badge, you must provide a valid proof of identification and citizenship (Drivers License & Birth Certificate, or Passport)- more details provided in the link above.
- To obtain a replacement badge, report to the Badge Office and obtain a temporary badge, you will need a valid proof of identification for this.
- Temporary badges are only active for 5 days, after this period, you will have to fill out Form 1672 and will be given a replacement.

Access to LANL Email

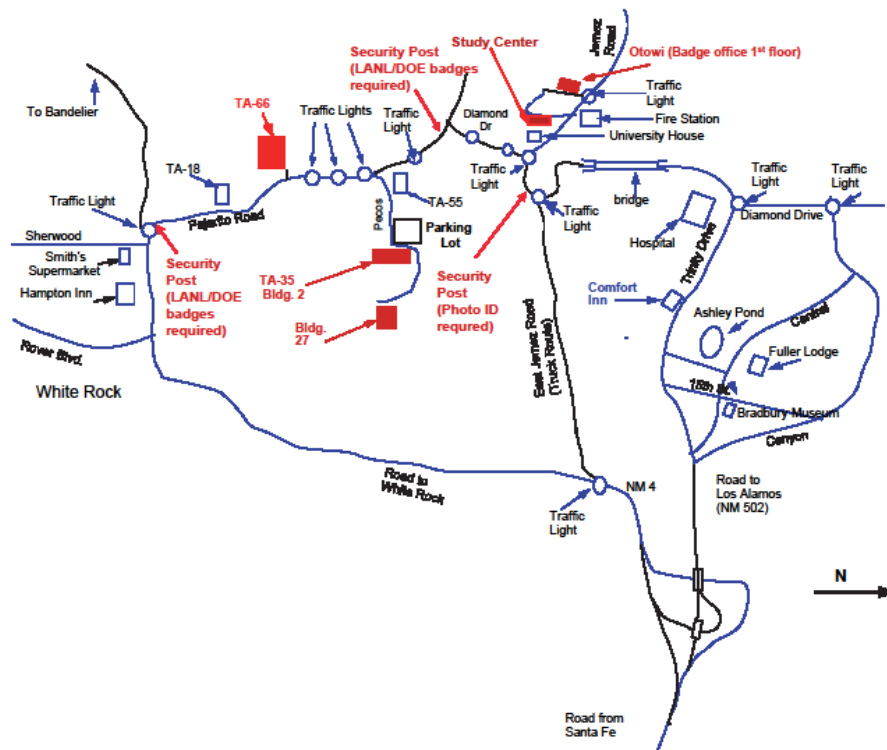
- Login to your computer using your Z number followed by @lanl.gov and your generated cryptocard password. Once on the computer, click on Outlook and your email will open.
- Email can also be accessed via the <http://int.lanl.gov/> under the Quicklink “MyMail”.

How to Complete Trainings: UTRAIN

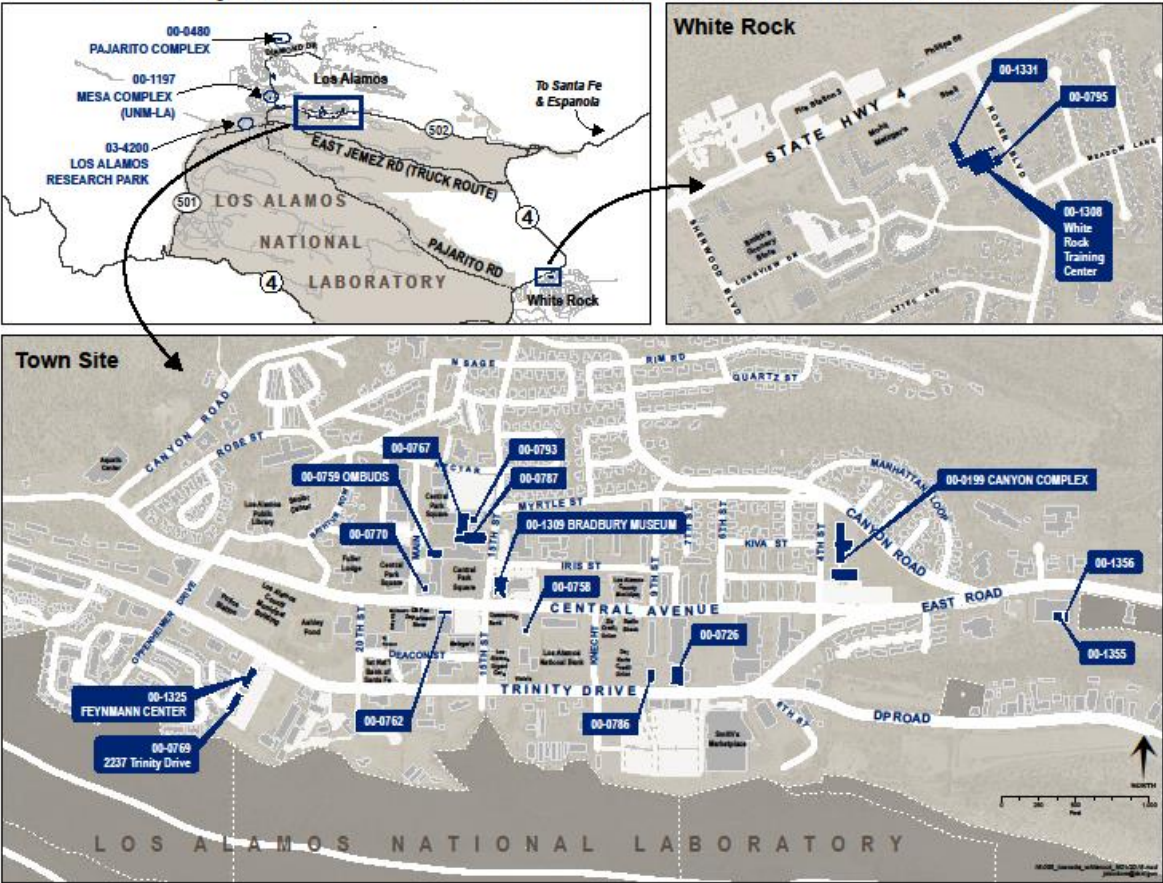
- First, go to the Internal LANL webpage (<http://int.lanl.gov/>)
- Scroll down and you will see “Quick links”, click on UTRAIN.
- Enter in you Z number and cryptocard password to login to the UTRAIN server.
- Once on UTRAIN, under “My Curricula”, prioritize based on when each training is due and access the different trainings under “To-Do- List”.
- Do all trainings on time, as expired or overdue trainings can lock you out of the LANL server.

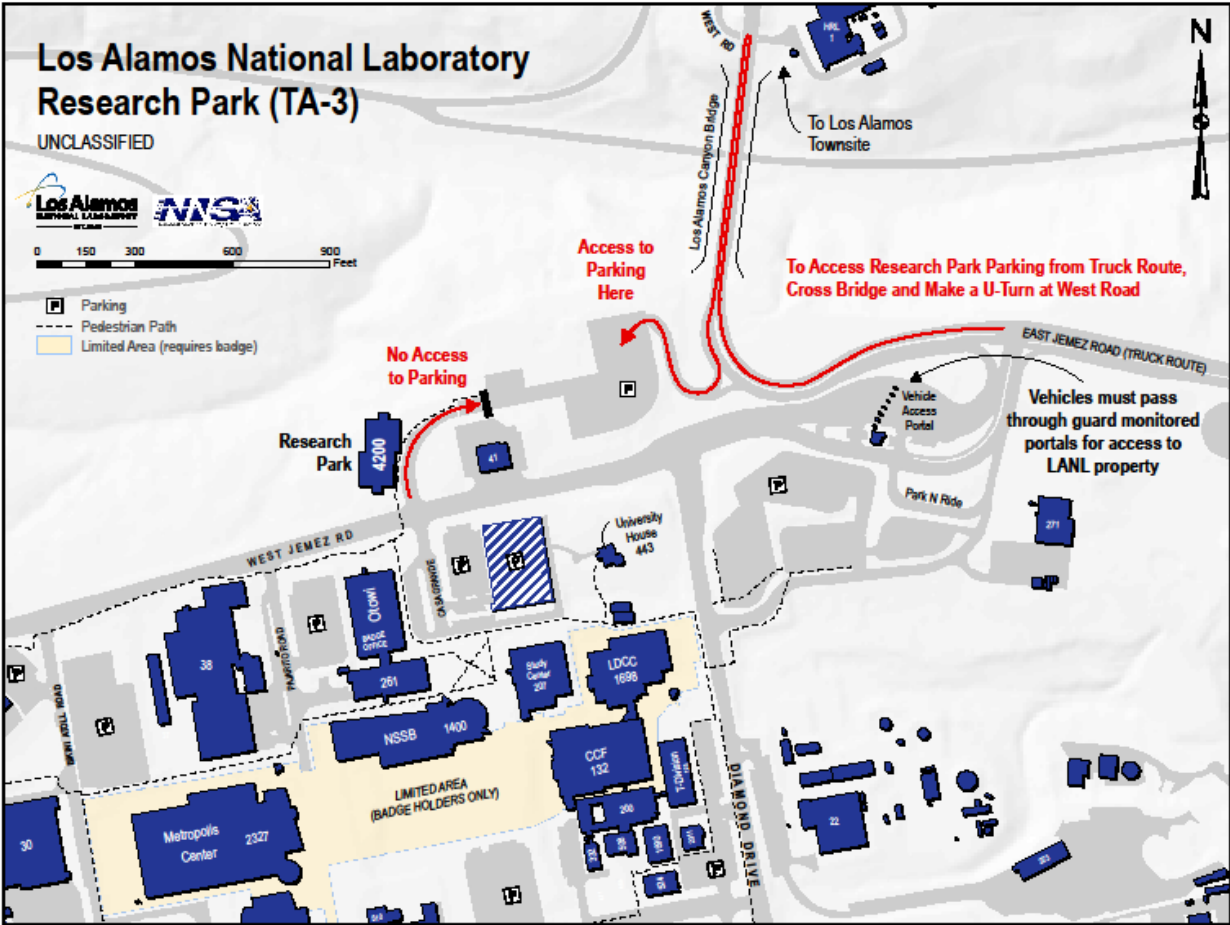
How to Access Maps

- <http://int.lanl.gov/>
- Top of webpage, click on Maps
- Click on “Enter LANL Maps Application”
- Click onto the “LANL Locator”
- Input location

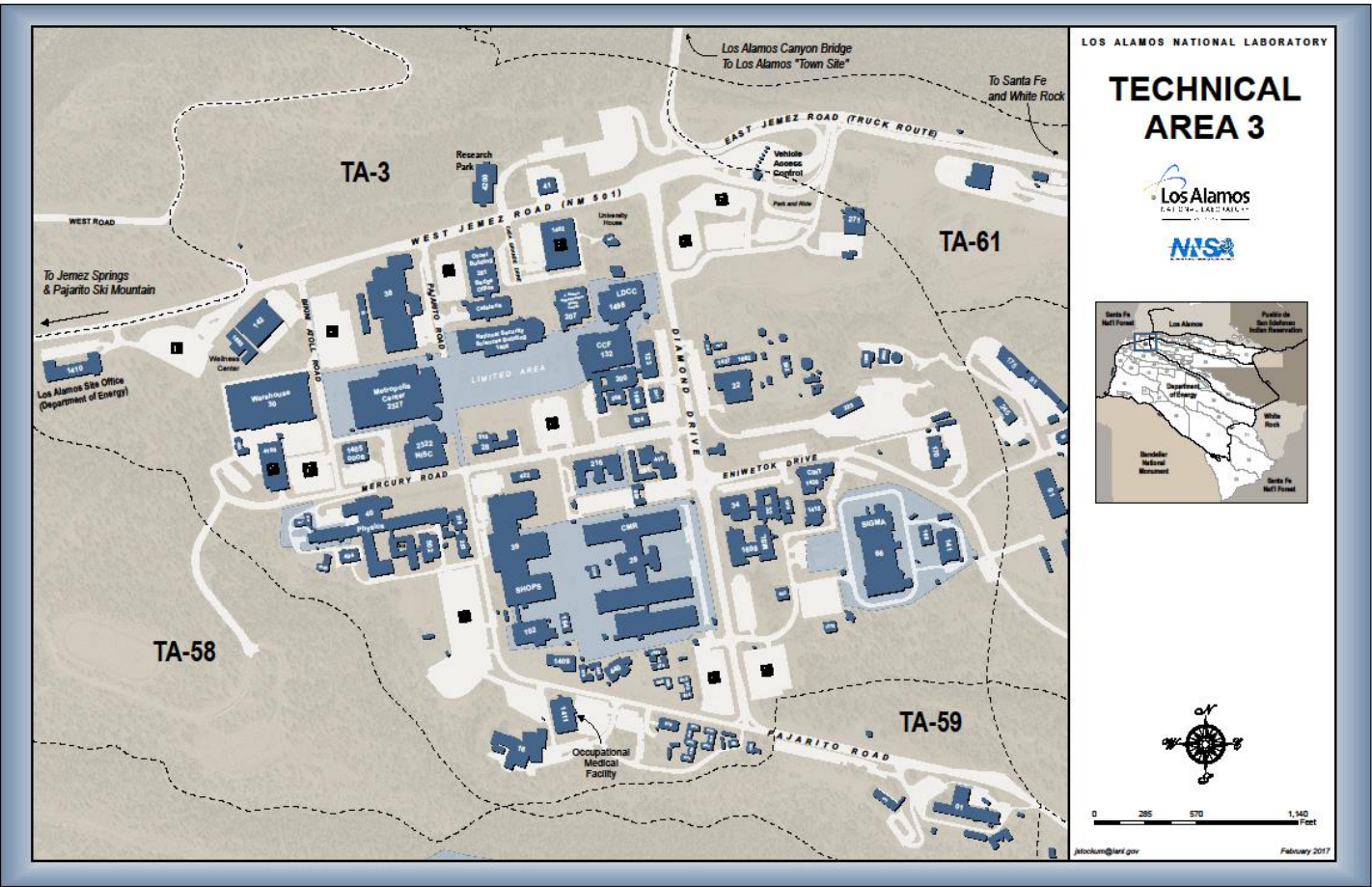


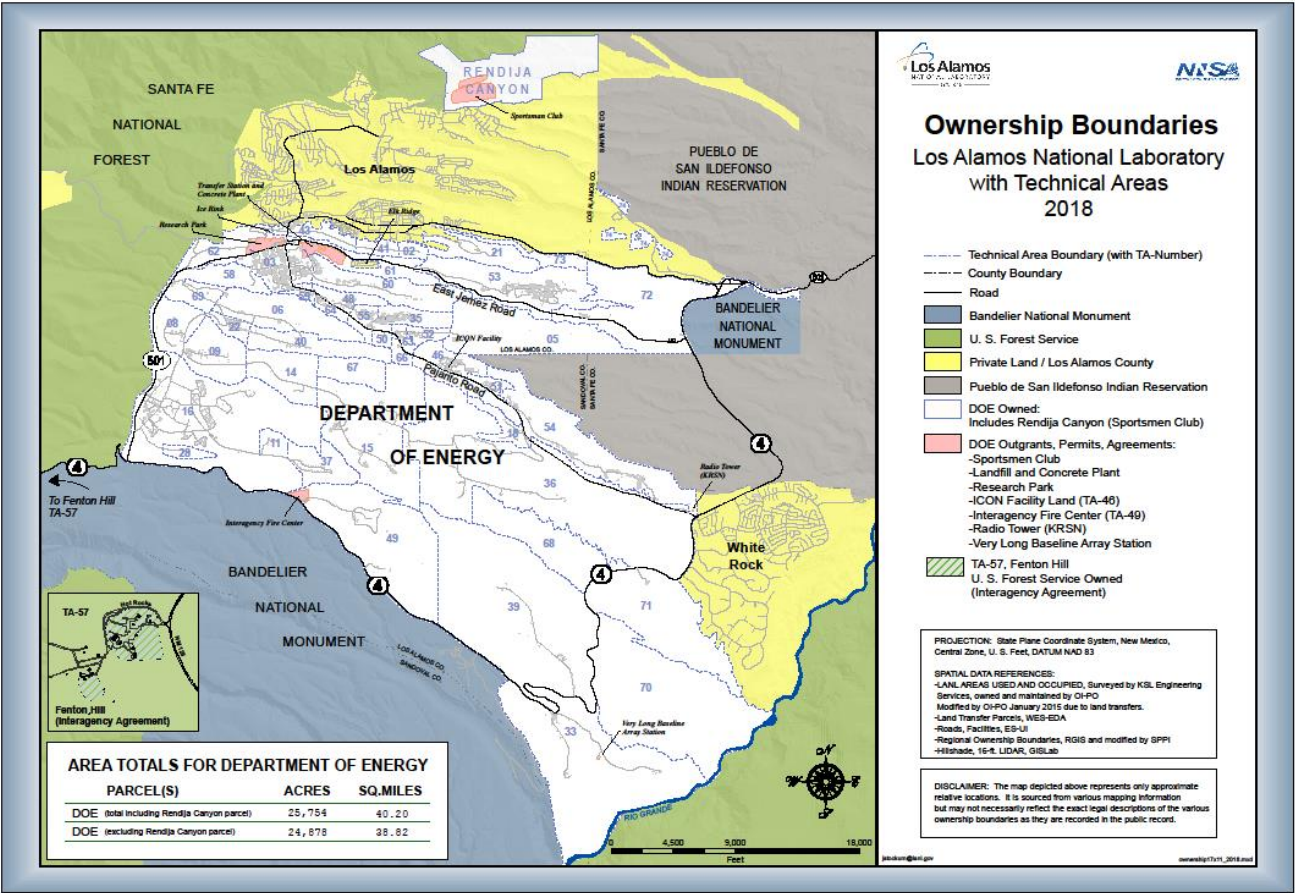
LANL Operations at TA-00 / Los Alamos Town Site & White Rock





Prepared by: jstuck@lanl.gov, Operations & Infrastructure GIS, September 28, 2017





Phonebook

- Phonebook will tell you an individuals: Z number, organization, mail stop, email, work phone, cell phone, and the location of their office.
- <http://int.lanl.gov/>
- Click on the phone at the very top of the webpage
- Lookup individual by name or by division

Electronics

- A LANL thumb drive may be plugged into a LANL unclassified computer, but once the thumb drive is put into a non-LANL computer, it may not be plugged back into any LANL computer.
- Personal headphones can not be plugged into LANL computers.
- Phones cannot be plugged into LANL computers to charge, they must be charged via the wall outlets
- Do not put a CD into a LANL computer without permission from Mentor.

Questions

1. Lookup on LANL webpage + Google
2. Ask Peers
3. Ask Mentor
4. Submit AskIT ticket

Printing

- Usually in student areas, there are printers accessible and to print to these in unclassified areas, just enter the printer code and it will connect. To access the printer code either email your administrator, ask others in your area, or ask your mentor.
- If you have problems printing in your area or do not have the access level necessary to print, you can use the Print Shop in the J. Robert Oppenheimer Study Center (TA-3, Building 207) <http://easyit.lanl.gov/printshop.shtml>

WiFi Access- Grey Network

- In order to be able to request the WiFi password, you must have a Manager submit the request on your behalf.
- Email you mentor with name and z number requesting grey network access.
- LANL_guest network: netlogin@lanl.gov
- Go to <http://register.lanl.gov>
- Login using Z number and cryptocard
- Select desired network
- Answer the prompts & generate ID and password

Travel Concur

- <http://int.lanl.gov/>
- Submit Authorization Request & Expenses Request- wait for confirmation.
- Open a new Report
- Book travel (flights, transportation, hotel)
- After travel, upload all receipts and list the trip expenses for reimbursement. Do not list meal expenses, each destination will have a daily meal allotment that will be automatically reimbursed based on the number of days spent on LANL travel. Do list the mileage for reimbursement from start point of your journey to airport.

Time & Effort Submission

- If you do not have Administrative-level access, you must submit your hours and charge codes to your admin before the time collection deadline. 5pm Friday deadline.
- If you do have Administrative-level access, login to Oracle via <http://int.lanl.gov/> and log your hours and corresponding charge codes before the weekly time collection deadline. Type for time is “Regular” unless vacation or sick.

Administrative- Level Access

- <http://int.lanl.gov/computing/access-passwords/authentication/cryptocard/access-admin.shtml>
- A- level access is granted immediately to uncleared employees if the background check raises no concerns.

Administrative (R) Account

- You may need an R account if you need to perform administrative tasks while on the Laboratory's unclassified network such as:
 - Install and configure software
 - Use software required to run in an administrative privileges mode
 - Work as an internal application developer or a system programmer where required to modify system settings
 - Connect to other systems or printers.
- <http://int.lanl.gov/computing/access-passwords/authorization/administrative-accounts.shtml>
- Click the Register hyperlink

Administrative (L) Account

- You may need an L account if you need to perform local administration of a laptop or standalone system such as:
 - Install and configure software
 - Connect to other networks / printers while on travel
 - Install device drivers for external media
 - Reconfigure the system
- <http://int.lanl.gov/computing/access-passwords/authorization/administrative-accounts.shtml>

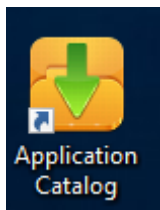
Library Website

- <http://int.lanl.gov/> and click on “Library” in the top right corner
- Via the Library webpage, you can access Articles/Databases, Books/eBooks, Journals, Reports/Standards.
- You can also find resources by subject by clicking that link on the left side of the webpage
- To access the LA Authors page, go onto the library homepage <http://int.lanl.gov/library/> and select “Reports” that is located above the advanced search engine, then select the first option “Los Alamos Authors” and search using phrases, words, name, or LA-UR number.
- Do not share documents from LANL subscription databases outside of LANL because these subscriptions have been paid for by LANL.

How to Submit a LA-UR

- <http://rassti.lanl.gov/>
- Once on the webpage, select “New Submission” and enter all the information for the new publication including the authors, title, publication intent and other details
- The OSTI subject is likely “Nuclear Physics & Radiation Physics” for NEN
- The sponsor is “USDOE NNSA”
- Derivate Classifier: Dave Hayes or Travis Grove
- Line Manager: Dave Hayes or William Myers
- (If you use Dave Hayes as the Classifier, use him for the Line Manager)
- Charge code is the one used for time submission
- Organization code is:GG020A

Application Catalogue



- Application Catalogue should come installed on your computer and when new software is needed.
- Check the Application Catalogue first, then ESD, and then download it externally if unavailable on the first two.
- Application Catalogue gives access to LANL software.
- Includes updates to previously installed software.

Electronic Software Distribution (ESD)

- <http://int.lanl.gov/>
- Search “Software Purchasing (ESD, Usrlanl)”
- Click the Electronic Software Distribution (ESD) link
- Download

Technical Issues

- Ask It? Phone number: 665-4444
- [Http://Askit.lanl.gov](http://Askit.lanl.gov)
- Or fill out the form online via the <http://int.lanl.gov/> web page
- Or visit the help desk on the ground floor of the Oppenheimer study center

New/Replacement Cryptocard

- <https://cryptocard.lanl.gov/> and choose “Request a Replacement cryptocard for Yourself”
- Cryptocards are picked up at the Oppenheimer Study Center at the EasyIT desk, they can also be requested from this location.

NEN File Organization: SNIPE

- Once you have gained access to SNIPE, search [\\snipe](#) in your computers search tool on the bottom left and run the command.
- Click on “NCERC Experimenter Share” and the files include:
 - Data
 - Documents
 - Projects
 - References and Publications
 - Logbooks
 - Photos
 - Scratch
 - Software

Share Folders

- [\\snipe](#) – includes all our experimental information for critical and subcritical experiments (data, logbooks, pictures, publications, software, etc).
- [\\dcstorage.lanl.gov\NCERC](#) - backup of [\\snipe](#) (Read only).
 - This one has much faster download speed than SNIPE
- [\\dcstorage.lanl.gov\robba](#) - mostly only for subcritical experiments, includes all subcritical data.
- [\\dcstorage.lanl.gov\Z#](#) - a personal space for you (up to 100 GB is allowed).

How to Gain Access

- [\\snipe](#): Brian Musick musick6@lanl.gov
- [\\dcstorage.lanl.gov\NCERC](#): Jessie Walker jwalker@lanl.gov
- [\\dcstorage.lanl.gov\robba](#): Mark Nelson manelson@lanl.gov

Email person requesting access to the folder and CC your mentor.

MCNP

- General info (documentation, classes, etc.): <https://mcnp.lanl.gov/>
- Access: form is at <\\snipe\NCERC Experimenters\Share\Documents\Training\Students> but this will be sent to most people ahead of time.

HPC Comp.

- Request accounts at: <https://hpcaccounts.lanl.gov/>
- On the yellow and turquoise we are currently using “snow”.
- In addition, they should request HPSS (High Performance Storage System) access. Info on HPSS at: <https://hpc.lanl.gov/hpss>
- More info on HPC at: <https://int.lanl.gov/hpc/>
- To access HPC from a Windows computer, a terminal emulator will be needed (<https://www.putty.org/> is the most popular, but not the only option).
- To move files there are multiple methods:
 - Using pcsp (see [\\dcstorage.lanl.gov\robba\NEN2_resources\HPC](https://dcstorage.lanl.gov/robba/NEN2_resources/HPC))
 - WinSCP
 - Reflection

HPC Groups

- MCNP access on HPC

LANL Transfer

- <https://transfer.lanl.gov/>
- Files can be uploaded to the LANL transfer to keep them accessible and to share them.
- A file can either be shared as Green (external colleagues outside of LANL), Yellow (yourself or with other LANL employees), or Red (which is for users with SARED and SACFT within the LANL network).
- 2GB limit for file sharing and uploads.

Student Symposium

- The LANL Student Symposium is organized each summer as an opportunity for students to showcase their research.
- A project description and LA-UR must be submitted to register along with the registration form.
- http://int.lanl.gov/news/news_stories/2018/June/0604-student-symposium-registration.shtml

Tools to Access General Information

- <http://int.lanl.gov/>
- Quick links: Forms Center
- Access to information on loads of different topics including benefits, clearance, foreign travel, payroll, safety, training, etc.